

**APPROVED**



**COMMISSION ON CORRECTIONAL PEACE OFFICER  
STANDARDS AND TRAINING**

**CPOST Commission Meeting  
December 12, 2002  
CPOST Headquarters**

**Commissioners Present**

Commissioner Mike Knowles, Secretary  
Commissioner Dennis Kent  
Commissioner Bob Kirchner  
Commissioner Vivian Crawford  
Commissioner Carlos Sanchez

Alternate Commissioner Kirby Schmitt  
Alternate Commissioner Sharon Lamar  
Alternate Commissioner Nancy Baldwin

**Commissioners Absent**

Alternate Commissioner Sharon Jackson

Alternate Commissioner Yan Sum Dominguez

**Executive Staff Present**

Doug Peterson, Interim Executive Director  
Evonne Garner, Apprenticeship Manager  
Laurel Alvarez, STSD Manager  
DeLesa Swanigan, Administration Manager

Jim Ham, Research Program Specialist  
Kenya Dogan, CPOST Support Staff

**I. Introductions**

The regular meeting of the Commission on Correctional Peace Officer Standards and Training (CPOST) was called to order by Secretary, Mike Knowles at 9:27 a.m. at CPOST Headquarters, 3161 Dwight Road in Elk Grove, California.

**II. Approval of Meeting Minutes**

Minutes of the November 7, 2002 CPOST meeting were approved as written.

Motion: To approve the minutes for the November 7, 2002 meeting.

Made by: Commissioner Kirchner and duly seconded

Motion: Adopted

### **III. Proposed 2003 Meeting Dates**

The Commission established meeting dates through the end of December 2003. The dates are as follows:

- January 16, 2003
- March 13, 2003
- May 8, 2003
- July 10, 2003
- September 11, 2003
- November 13, 2003

### **IV. Presentations by CPOST Staff**

#### Selection and Training Standards Projects

Laurel Alvarez, Manager (A), Selection and Training Standards Division, informed the Commission of current projects the division is working on:

- *Parole Agent Series Job Analysis and Training Standards Project*  
At the November 7, 2002 Commission meeting, CPOST informed the Commission that the distribution date for the questionnaires will be January 2, 2003. On November 22, 2002 CPOST met with the Union. The Union requested that each department provide them with their 7(k) schedules for 2003, which will include the completion of the questionnaires. Another meeting will be scheduled between CPOST, the Union and each department to address any additional issues. A video is also being produced in order to standardize the instructions for completing the questionnaires. CPOST new target date for the distribution of the questionnaires is February 3, 2003.
- *Stress Reduction Pilot Project (SRPP)*  
Two implementation meetings were held with Karl Holten and Chaderjian representatives on November 26, 2002. The following was accomplished:
  - Established project timeline
  - Finalized the process to advertise for 100 volunteers
  - Determine location for conducting pre/post-test assessments
  - Determined best process for scheduling volunteers for assessments and training

CPOST is setting up a meeting with the Karl Holton and Chaderjian chapter presidents, the chapter presidents/training officers from O.H. Close and DeWitt Nelson. CPOST will provide them the plan/time and get their input

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- *Correctional Officer, Correctional Sergeant, Correctional Lieutenant Job Analysis and Training Standards Project*  
The November 13, 2002 meeting between SPB, CPOST, the Union, and CDC to discuss the Correctional Officer, Correctional Sergeant, and Correctional Lieutenant job analysis and training standards project was cancelled and has been rescheduled for December 19, 2002. The Commission will be kept abreast of the outcome of this meeting.
- *Fire Fighter and Fire Chief Job Analysis and Training Standards Project*  
At the last CPOST meeting our goal was to conduct the initial meeting prior to the end of the year. However, due to fiscal considerations no meeting has taken place nor is scheduled in the near future.
- *CDC Parole Academy Evaluation*  
The CDC Parole Academy ended on November 22, 2002. CPOST staff has drafted a preliminary report and a copy was provided to the Commission for their review.
- *CDC Basic Correctional Officer Academy Evaluation*  
The evaluation of CDC's BCOA is scheduled to begin on January 6, 2003. Graduate students from CSUS will again assist CPOST staff on this project.

#### Administrative Services Division

Pursuant to the Commissioners' request at the November 8, 2002 Commission meeting, DeLesa Swanigan, Manager for the Administrative Services Division, provided the Commissioners with a packet of information that addressed the various areas of the Administration Division.

#### **V. CDC 7(K) Training Program Audit Presented by Miki Vohryzek-Bolden, PH.D.**

Dr. Miki Vohryzek-Bolden, a professor within the Criminal Justice Division of California State University of Sacramento (CSUS), provided an overview to the Commission on The Report to the Legislature, CDC 7(K) Training Program Audit. The audit satisfies the request made by the Supplemental Report of the 2000 Budget Act (Item 5480-001-0001) Youth and Adult Correctional Agency. The Legislature had requested that CPOST conduct an audit of the 7(K) training program in the Department of Corrections and address specific areas. The audit included the following:

- An examination of whether the additional state paid hours for 7(K) training are actually used for training and the reasons if pay is provided without the occurrence of training.
- A review of whether the training courses offered under the 7(K) agreement meet commission standards, are appropriate for the correctional or parole unit

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and the particular staff members attending them and are scheduled in an appropriate fashion; and,

- An examination of the process by which 7(K) training courses are designed, approved, implemented, and evaluated.

**VI. Appeals and Grievances Committee Report  
Presented by Commissioner Bob Kirchner, Appeals and Grievances  
Committee Chair**

Commissioner Kirchner, Appeals and Grievances Committee Chair, provided the Commission with a report of the Appeals and Grievances Committee recommendations to approve/deny a number of requests for credit. Attached is Commissioner Kirchner report on the recommendations for credit request.

Motion: That the Appeals and Grievances Committee report as submitted by Committee Chairman Kirchner be accepted in its entirety.

Made by: Commissioner Kirchner and duly seconded

Motion: Adopted

**VII. Curriculum Review Committee Reports  
Presented by Lt. Pietro DeSantis, Curriculum Review Committee Chair**

Lt. DeSantis, Curriculum Review Committee Chair, reported the business conducted by the CPOST Curriculum Review Committee during the period of November 7, 2002 through December 11, 2002. During that time, the Committee reviewed 40 lesson plans from both departments. Attached is Lt. DeSantis report on the recommendations of the reviewed lesson plans.

On October 22 and 23, 2002, a task group comprised of representatives from the Department of Corrections, Department of Youth Authority, CPOST Executive Board, Curriculum Review Committee, and CPOST staff met to review the processes used by CPOST and the Curriculum Review Committee for submitting and reviewing lesson plans. Draft copies of documents the Curriculum Review Committee are recommending for approval was provided to the Commission for their review. The changes are intended to streamline the CPOST submission and review the process for lesson plans submitted by departments. They are related to:

- CPOST Standards for Course Curricula
- CPOST Curriculum Review Committee Procedure for Submittal Lesson Plans
- CPOST Curriculum Review Committee Approval Levels and Timelines
- CPOST Standards Checklist

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Lt. DeSantis informed the Commission that the Committee has set meeting dates through December of 2003. The dates are:

- January 8, 2003
- February 19, 2003
- March 12, 2003
- April 9, 2003
- May 7, 2003
- June 11, 2003
- July 9, 2003
- August 13, 2003
- August 13, 2003
- September 10, 2003
- November 19, 2003
- December 10, 2003

Motion: That the Curriculum Review Committee report as submitted by Committee Chairman DeSantis be accepted in its entirety.

Made by: Commissioner Kirchner and duly seconded

Motion: Adopted

**VIII. Education Committee Report**  
**Presented by Janan M. Hayes, Ph.D., Education Committee Chair CPOST**

Dr. Hayes, Education Committee Chair provided a proposal to the Commission of the Education Committee recommendations for CPOST Education Certificates. Attached is Dr. Hayes report. The following motions were made:

Motion: To accept the recommendation of the Education Committee for the primary basic requirements for the Education Certificates and the four points noted

Made by: Commissioner Kirchner and duly seconded

Motion: Adopted

Motion: To accept the recommendations for the Basic Educational Certificate, with the one amendment on the document, that number three or appropriate entry-level academy for other classifications be scratched.

Made by: Commissioner Kirchner and duly seconded

Motion: Adopted

Motion: For the individuals who possess a form of college degree, that the following equivalencies for required educational units be accepted.

Made by: Commissioner Kirchner and duly seconded  
Motion: Adopted

Motion: To accept the Education Committee's recommendation for intermediate and advanced certificates with one amendment defining full-time or equivalent thereof, for the hours or years of service. This includes supervisory and management experience.

Made by: Commissioner Kirchner and duly seconded.  
Motion: Adopted

Dr. Hayes provided the Commission with the Education Committees proposal of the Leadership, Ethics and Public Safety courses. The committee would like the model course outlines to be CPOST approved courses.

Motion: To accept the curriculum for the Public Safety Leadership and Ethics Program being CPOST approved.

Made by: Commissioner Kirchner and duly seconded  
Motion: Adopted

The Education Committee requests that the Commission deactivate the current Leadership development in the Department of Corrections and not approve it as a CPOST certified course.

Motion: To deactivate the current leadership course effective July 1, 2003.

Made by: Commissioner Kirchner and duly seconded  
Motion: Adopted

## **IX. Other Business**

Commissioner Sanchez informed the Commission of the correctional officers hiring that is undergoing within the Departments.

## **X. Adjournment**

The meeting was adjourned at 11:04 a.m.